

ANNEX F CHAPEL AND EQUIPMENT USAGE TO JRTC & Fort Polk CHAPEL STANDING OPERATING PROCEDURES

1. PURPOSE: To establish procedures for use of the JRTC & Fort Polk Chapels and the equipment.

2. SCOPE: All JRTC & Fort Polk UMT Members and authorized personnel requesting use of the JRTC & Fort Polk Chapels.

3. RESPONSIBILITIES:

a. Chapel OIC:

(1) Approval authority for all requests for chapel and equipment usage.

(2) Provides guidance on usage based on commander's guidance and needs of the soldiers.

b. NCOIC:

(1) Maintaining a calendar of events and a usage request log book in order to manage the use of the Chapel.

(2) Schedule events based on the OIC's guidelines, the chapel's mission, and the events calendar.

(3) Gain the Installation Chaplain's approval for all requests that don't meet standard requirements for use of the chapel.

c. JRTC & Fort Polk UMT Members:

(1) Assist the NCOIC in scheduling events when directed by the NCOIC.

(2) Schedule chapel usage in the absence of the NCOIC and update calendar to reflect changes.

(3) Inform the NCOIC of any and all changes to the schedule to include, additions, time changes, conflicts, and cancellations.

4. CHAPEL USE:

a. The chapel will be used primarily for chaplain/religious activities. Chaplain/religious activities will take precedence over all other events. The following are examples of religious activities:

Memorial Services

Worship Services

Prayer Meetings

Weddings

ANNEX F CHAPEL AND EQUIPMENT USAGE TO JRTC & Fort Polk CHAPEL STANDING OPERATING PROCEDURES

- Bible Studies
- Religious Education Events
- Religious Youth Activities

b. The chapel activity room may be used for the following activities when not being prepared for or used for religious support:

- Family Support Groups (When sponsored by a chaplain)
- Classes Conducted by helping Agencies
- ACS
- ADAPC
- Legal Services
- Red Cross
- Community Mental Health
- Family Advocacy
- Other Such Agencies dealing with the Army Family
- Troop Change of Commands
- Non Religious Wedding Ceremonies (Officiant must be legally allowed to marry in Louisiana)

5. SCHEDULING, RESPONSIBILITIES, AND COVERAGE.

a. Scheduling, Unit Ministry Teams, Other Unit Ministry Teams, Wedding Couples, and Units will submit a Chapel Activity Request Form at least fourteen working days prior to the event. The form must be completely filled out and signed by the responsible person. The OIC or his representative will notify the requester by runner, telephone, FAX, e-mail, or mail that the event is approved. The request will be put in the scheduling book in order by date of the event. A copy of the form signed and checked approved or denied will be sent to the requester.

(1) Religious activities may be scheduled for any day/time. Regularly scheduled religious activities will have precedence. A chaplain, minister, or certified lay leader must be in charge of each event. Each event will have a chaplain sponsor. The time blocks from 0600-0900 and 1130-1300 are reserved for individual devotion and prayer. Other religious activities may be scheduled in the activity room during these time blocks as long as they don't interfere with individuals using the sanctuary.

(2) Non-religious/chapel events not specified in paragraph 4 will not normally be approved. Only JRTC & Fort Polk units will be scheduled for non-religious/chaplain events on a first come, first serve basis. Multiple day events will not be scheduled. Only one event at a time will be scheduled. Only large groups that can not be accommodated in the activity room will be scheduled in the sanctuary. The hours allowed for non-religious/chapel events are as follows:

ANNEX F CHAPEL AND EQUIPMENT USAGE TO JRTC & Fort Polk CHAPEL STANDING OPERATING PROCEDURES

Sunday	Religious Activities Only
Monday	0900-1130, 1300-1630, *1700-2100
Tuesday	0900-1130, 1300-1630, *1700-2100
Wednesday	0900-1130, 1300-1500
Thursday	0900-1130, 1300-1630, *1700-2100
Friday	0900-1130
Saturday	Weddings/ Religious Activities Only

Asterisk (*) designates family support group meetings only. The chapel will not be used to schedule between 0600-0900 or 1130-1300 to allow soldiers and their family members to spend time in prayer and/or devotions.

b. The Chaplain or his designee will support programs in this facility as directed by the Chaplain.

(1) Units will provide a detail to the chapel staff who will supervise and inspect the cleanup. The Chaplain or his designee will determine what must be cleaned and to what standard. Units that abuse the facility or refuse to clean up after their events will not be allowed to use the chapel for a period of 120 days and a letter will be sent to their next higher headquarters.

(2) Units will provide their own supplies and equipment; such as, markers, butcher boards, overhead projectors, coffee, etc. The chapel will provide cleaning supplies.

c. Coverage. All JRTC & Fort Polk UMTs will support Installation Wide programs in a facility as directed by the Installation Staff Chaplain. Other UMT's will provide their own religious support.

6. EQUIPMENT. Chairs and tables will not be taken from the Chapel for any reason. Chairs and tables are provided to support the programmed users of the Chapel facilities, i.e. programs in the amphitheater and the Dragoon Chapel proper. Chairs will not be issued to be taken to other locations.